

Edythe L. Dyer Community Library
Annual Meeting of the
Board of Trustees
Wednesday September 13, 2017
At 7:30 a.m. at the Library
Agenda

- A. Call to Order
- B. Minutes
- C. Reports
 - a. financial
 - b. circulation
 - c. director's
- D. Committee reports
 - a. Finance committee
- E. Unfinished business
- F. New business
 - a. Update of Library Ordinance
- G. Adjournment



Edythe L. Dyer Community Library

269 Main Road North, Hampden, Maine 04444 • (207) 862-3550

Edythe Dyer Community Library
Board of Trustees' Meeting
May 10, 2017
Minutes

A. Call to order: The meeting of the Board of Trustees of the Edythe Dyer Community Library, Hampden, Maine was called to order at 7:35 a.m.

Members present: Dave Barrett, Cindy Gardella, Jane Jarvi, Yvonne Lambert, Tony Mourkas, Ted Sherwood, Pat Russell, Debbie Lozito (Library director)

Members absent: Nicole Aronowitz, Maggie Frazier

B. Approval of minutes: Ted/Dave moved acceptance

C. Library reports

- a. financial
- b. circulation
- c. director's

D. Unfinished business

a. ad hoc investment committee report. Dave, on behalf of the ad hoc investment committee, made a motion to move management of the Endowment to Means Investment. **Unanimously approved**

b. Endowment Investment Policy Dave, on behalf of the ad hoc investment committee moved that the board create an investment policy **unanimously approved**

c. Creation of a standing finance committee Dave, on behalf of the ad hoc investment committee, moved creation of a standing finance committee. **Unanimously approved** current members will be Ted, Dave, and Tony.

E. New business

a. Tony/Yvonne made a motion to begin sending packets electronically (PDF) at the September meeting. **Unanimously approved**

F. Adjournment at 8:34 a.m.

The next meeting will be the annual meeting on Wednesday September 13, 2017 at 7:30 a.m.

Debbie Lozito

Recording Secretary

Date of approval _____



Wealth Management

A Division of RBC Capital Markets, LLC, Member NYSE/FINRA/SIPC

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EDYTHE DYER COMMUNITY LIBRARY
269 MAIN ROAD NORTH
HAMPDEN ME 04444-1659

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Y9K



RBC ADVISOR ACCOUNT STATEMENT MAY 1, 2017 - MAY 31, 2017

Account number:
317-40568
Page 1 of 10



ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$402,080.80	\$388,430.79
Withdrawals	-4,001.37	-6,168.76
Taxable income	718.90	3,389.73
Taxes withheld	-21.06	-55.16
Change in asset value	1,778.38	14,959.05
Ending account value	\$400,555.65	\$400,555.65

YOUR INFORMATION

Non-Profit Account

Your Financial Advisor

Matthew Shannon/Devon Owens
RBC Wealth Management
Key Plaza - Suite 303
23 Water Street
Bangor ME 04401
Telephone: (207) 942-8257 or (800) 543-1817
E-mail: jevon.owens@rbc.com
matthew.shannon@rbc.com
Web: www.rbcwip-usa.com

Branch Director: Devon H Owens
Telephone: (207) 942-8257

Complex Director

Brian Katz
75 State St
Suite 1700
Boston MA 02109
Telephone: (617) 725-2000

YOUR MESSAGE BOARD

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INVESTMENT REPORT
June 8, 2017 - June 30, 2017

Envelope # BDFRWHBBBRRHT
0003410 02 AV 0.370 02 TR 00021 FIEP1B01 000000
TOWN OF HAMPDEN
EDYTHE DYER COMMUNITY LIBRARY
269 MAIN RD N
HAMPDEN ME 04444-1659



Brokerage TOWN OF HAMPDEN
Account Number: 676-728031

Your Account Value:

\$399,181.50

Change from Last Period:

Δ \$399,181.50

	This Period	Year-to-Date
Beginning Account Value	-	-
Additions	402,396.08	402,396.08
Subtractions	-5.16	-5.16
Change in Investment Value *	-3,209.42	-3,209.42
Ending Account Value **	\$399,181.50	\$399,181.50
Accrued Interest (AI)	0.00	
Ending Account Value Incl. AI	\$399,181.50	

- * Appreciation or depreciation of your holdings due to price changes plus any distribution and income earned during the statement period.
- ** Excludes unpriced securities.

Your Advisor/Agent
MEANS WEALTH MANAGEMENT
802 STILLWATER AVE
BANGOR ME 04401
Phone: (207) 947-6763

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(800) 544-6666. Brokerage accounts carried with National Financial Services LLC (NFS), Member NYSE, SIPC.



	Checkouts May, 2017	Renewals May, 2017	Total	Previous yr circ May, 2016	Cardholders	2017	2016
Adult							
Graphic Novels; Fiction; Large type	1295		369	1664	Resident	1877	1870
Nonfiction; Biography; Maine books	145		65	210	Non-resident	205	207
Magazine	199		39	238	Library use	10	9
CD	281		132	413	ILL	197	193
DVD	526		134	660	Total	2289	2279
Adult total	2446		739	3185			
Youth							
Picture books; Board books	823		196	1019	Hampden	-41	1877
Juvenile fiction; graphic novels; beginner readers	411		281	692	Bangor	1	16
Juvenile nonfiction; Juvenile biography	154		4	158	Herron	2	24
Juvenile CD	63		39	102	Newburgh	0	50
Juvenile DVD	176		52	228	Winterport	-1	80
Young adult; Graphic Novels	134		70	204	Other	0	35
Youth total	1761		642	2403	Library use	1	10
Laptop	34		0	34	ILL	1	197
InstaFlex	1		0	1	Total	-37	2289
Cloud Library	173		0	173			
*Minerva ILL in	0		0	0			
*Minerva ILL out	0		0	0			
Monthly Circ	4415		1381	5796			
YTD previous month	44769		15554	60323		2017	2016
YTD FY	49184		16935	66119		2234	2072
* in circ report							
Programs	May, 2017	May, 2017	May, 2017	May, 2017			
Youth Services	# of progra	Attendance		Public Access			
Teen	13	101 children; 51 adults	0	15			
Adult	0		61	wireless not included			
	11						

Edythe Dyer Community Library
May, 2017

	Checkout/Renewals		Total	Previous yr circ		New cards # per town	
	Jun. 2017	Jun. 2017		Jun. 2016	Cardholders	2017	2016
Adult							
Graphic Novels; Fiction; Large type	1315	380	1695	1834	Resident	1892	1825
Nonfiction; Biography; Maine books	179	86	265	190	Non-resident	204	200
Magazine	214	33	247	238	Library use	10	9
CD	319	118	437	418	ILL	197	193
DVD	590	124	714	520	Total	2303	2227
Adult total	<u>2617</u>	<u>741</u>	<u>3358</u>	<u>3200</u>			
Youth							
Picture books; Board books	719	228	947	1127	Hampden	15	1892
Juvenile fiction; graphic novels; beginner readers	806	251	1057	1128	Bangor	-1	15
Juvenile nonfiction; Juvenile biography	218	60	278	258	Hermion	1	25
Juvenile CD	90	54	144	91	Newburgh	0	50
Juvenile DVD	217	73	290	287	Winterport	-1	79
Young adult; Graphic Novels	266	86	352	385	Other	0	35
Youth total	<u>2316</u>	<u>752</u>	<u>3068</u>	<u>3276</u>	Library use	0	10
Laptop	<u>54</u>	<u>0</u>	<u>54</u>	<u>75</u>	ILL	0	197
InstaFlex	<u>1</u>	<u>0</u>	<u>1</u>	<u>n/a</u>	Total	14	2303
CloudLibrary	<u>223</u>	<u>0</u>	<u>223</u>	<u>247</u>			
*Minerva ILL in	690	0	690	679			
*Minerva ILL out	542	0	542	580	People in EDL	2017	2016
Monthly Circ	5210	1493	6703	6798		2522	2647
YTD previous month	49214	16935	66119	68107			
YTD FY	54424	18428	72852	74905			
* in circ report							
Programs	<u>Jun. 2017</u>			<u>Jun. 2017</u>			
Youth Services	# of progra	Attendance		Public Access			
Teen	19	220 children; 161 adults		26			
Adult	0	0		wireless not included			
	12	83					

	Checkouts: Jul. 2017	Renewals: Jul. 2017	Total	Jul. 2016	Cardholders	2017	2016
Adult							
Graphic Novels; Fiction; Large type	1392	376	1768	1814	Resident	1901	1825
Nonfiction; Biography; Maine books	173	120	293	180	Non-resident	200	200
Magazine	206	33	239	229	Library use	10	9
CD	351	112	463	363	ILL	197	193
DVD	511	114	625	561	Total	2308	2227
Adult total	2633	755	3388	3147			
Youth							
Picture books; Board books	699	185	884	931	Hampden	9	1901
Juvenile fiction; graphic novels; beginner readers	735	295	1030	1179	Bangor	0	15
Juvenile nonfiction; Juvenile biography	206	57	263	221	Herron	0	25
Juvenile CD	62	41	103	129	Newburgh	-4	46
Juvenile DVD	162	42	204	217	Winterport	0	79
Young adult; Graphic Novels	313	123	436	367	Other	0	35
Youth total	2177	743	2920	3044	Library use	0	10
Laptop	35	0	35	68	ILL	0	197
InstaFix	1	1	n/a		Total	5	2308
Cloud Library	53	0	53	292			
*Minerva ILL in	670	0	670	720			
*Minerva ILL out	567	0	567	523	People in EDL		
Monthly Circ	4899	1498	6397	6551		2017	2016
YTD previous month	0	0	0	0		2518	2647
YTD FY	4899	1498	6397	6551			
* in circ report							
Programs	Jul. 2017	Jul. 2017	Jul. 2017	Jul. 2017			
Youth Services	# of progra	Attendance		Public Access			
Teen	24	223 children; 124 adults	15	5			
Adult	2		40	wireless not included			
	7						

Edythe Dyer Community Library
July, 2017
Circulation statistics

	Checkout/ Aug. 2017	Renewals Aug. 2017	Total	Previous yr circ Aug. 2017	Cardholders	2017	2016
Adult	1428	447	1875	2275	Resident	1916	1822
Graphic Novels; Fiction; Large type	178	101	279	209	Non -resident	191	193
Nonfiction; Biography; Maine books	206	31	237	240	Library use	10	9
Magazine	346	136	482	439	ILL	197	193
CD	528	173	701	535	Total	2314	2217
DVD	2686	888	3574	3698			
Adult total							
Youth							
Picture books; Board books	815	212	1027	1108	Hampden	15	1916
Juvenile fiction; graphic novels; beginner readers	599	307	906	785	Bangor	-4	11
Juvenile nonfiction; Juvenile biography	200	85	285	235	Herron	-1	24
Juvenile CD	46	41	87	136	Newburgh	-3	43
Juvenile DVD	204	84	288	275	Winterport	-2	77
Young adult; Graphic Novels	265	112	377	365	Other	1	36
Youth total	2129	841	2970	2904	Library use	0	10
Laptop	63	0	63	93	ILL	0	197
InstaFlex	0	0	0	n/a	Total	6	2314
CloudLibrary	292	0	292	297			
*Minerva ILL in	747	0	747	707			
*Minerva ILL out	631	0	631	545	People in EDL		
Monthly Circ	5170	1729	6899	6992			
YTD previous month	4899	1497	6397	6551		2017	2016
YTD FY	10069	3226	13296	13543		2717	2618
* in circ report							
Programs	Aug. 2017	Aug. 2017	Aug. 2017	Aug. 2017			
	# of progra	Attendance		Public Access			
Youth Services	27	236 children; 177 adults		24			
Teen	0	0		wireless not included			
Adult	10	50					

Edythe Dyer Community Library
August, 2017
Circulation Statistics

TOWN OF HAMPDEN

EDYTHE L. R. DYER COMMUNITY LIBRARY ORDINANCE

Adopted

May 16, 1983

TOWN OF HAMPDEN, MAINE
EDYTHER L. R. DYER COMMUNITY LIBRARY ORDINANCE

CERTIFIED BY:

Paula Scott, Town Clerk

Town Clerk
Affix Seal

ADOPTED: Hampden Town Council, May 16, 1983
Effective Date, June 15, 1983

AMMENDED: October 20, 1986
Effective Date, November 20, 1986

Section: 2.2.a

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EDYTHE L. R. DYER COMMUNITY LIBRARY ORDINANCE

Enactment: Pursuant to the provisions of the charter of the Town of Hampden, Article II, Section 212, and Article III, Section 302, THE TOWN OF HAMPDEN HEREBY ORDAINS that there is established a public library, to be known as the Edythe L. R. Dyer Community Library, to be organized, administered and governed in accordance with the following provisions:

SECTION I - ESTABLISHMENT

The Edythe L. R. Dyer Community Library is established as a department of the town, and shall be administered consistent with its role as such.

SECTION II - ORGANIZATION AND ADMINISTRATION

Section 2.1 - Town Librarian

- a. Position - There is hereby authorized and established the position of Town Librarian. This position shall be included in the Personnel Classification and Compensation Plan for the Town of Hampden.
- b. Appointment - The Town Librarian shall be appointed by the Town Manager in consultation with the Board of Trustees, subject to confirmation by the Town Council and consistent with the personnel rules of the Town and the Town Charter.
- c. Duties - The Town Librarian shall have the responsibility for the daily operation and management of the Library as a department of the Town and consistent with the personnel rules of the Town and the Town Charter. The Town Librarian shall make a periodic report to the Town Manager at such frequency as he directs as to the business of the Library for the period since the last report. The town library shall be operated and managed subject to the directives of the Town Manager and consistent with the policies and rules and regulations promulgated by the Board of Trustees.

The Town Librarian shall be a member, ex-officio of the Board of Trustees.

Section 2.2 - Board of Trustees

- a. Appointment Term - The Board of Trustees of the library shall consist of 15 persons, at least eleven of whom shall be residents of the Town of Hampden, appointed by the Town Council. The trustees shall serve staggered three (3) year terms, except that the members of the first board shall be appointed to the following terms: four members shall serve one year terms; three members shall serve two year terms; and four members shall serve three years terms. No member of the Town Council may serve on the Board of Trustees.
- b. Duties; Function - The Board of Trustees shall have the responsibility for establishing Library policies, authorizing the expenditures of Library funds and, consistent with the position of the Library as a town department, shall otherwise assume responsibility for operation and administration of the Library. The Board of Trustees shall have the power to adopt such reasonable rules and regulations for the management and administration of the Library as it deems appropriate, including the power to establish fines and penalties for violation of said rules and regulations. The Board shall adopt its own

bylaws and at an annual meeting shall elect a Chairman, Vice-Chairman, Secretary and Treasurer. The Board may also create an Executive Committee, consisting of three members of the Board of Trustees, one of which shall be Chairman, to which certain of the responsibilities of the Board may be delegated. Such rules or regulations for management and administration of the Library as the Board adopts shall be promptly reported to the Town Manager. The Town Manager and Town Mayor are member's ex-officio of the Board of Trustees, and in the event the Board chooses to create an Executive Committee, the Town Manager shall be an ex-officio member of said committee. The Board of Trustees shall also make recommendations to the Town Manager as to nominations for membership to the Board. The Board of Trustees shall have the authority to name various persons to the Board of Trustees as honorary members of the Board as it deems appropriate, but only by a majority vote of the membership of the entire Board. Honorary Trustees may participate in meetings of the full Board of Trustees but, may not vote and shall have no authority as to the administration of the Library which is hereby granted to the Board of Trustees. At least once a year, or at the request of the Town Manager, the Board of Trustees shall file report with the Town Council containing an itemized statement of the previous year's expenditures and the expenses anticipated for the coming year, together with such other information as the Town Council or the Town Manager may require. The Board of Trustees may also accept gifts and donations to the Library either in trust or outright, and may act as trustee of any donations or gifts in trust. In the event the Board accepts any gifts or donations in trust it shall at all times be consistent with the terms of the trust or gift. The responsibility of the Board for gifts or donations in trust may not be delegated to a lesser committee of the Board.

SECTION III - VALIDITY, REPEALER AND EFFECTIVE DATE

Section 3.1 - Validity; Conflict of Laws; Effective Date

- a. **Validity** - Should any section or provisions of this ordinance be declared by a court of competent jurisdiction to be invalid, such determination of invalidity shall not invalidate or affect any other section or provision of this ordinance, and to that end the provisions of this ordinance are declared to be severable.
- b. **Repealer** - All ordinances, resolutions, orders and votes of the Town of Hampden, by whatever governing body enacted, and which relate to the creation of a public library in the Town of Hampden, are hereby repealed to the extent they are inconsistent with this ordinance.
- c. **Effective Date** - The effective date of this ordinance shall be thirty (30) days after adoption by the Town Council.

Edythe L. Dyer Community Library
Director's report for the months of May, June, July, and August 2017
Presented the Meeting of the Trustees
Wednesday September 13, 2017 at 7:30 am at the Library

As you know, Mary has been out on medical leave this summer, she is expected to return full time in early October. We were able to hire Alex Hinrichs as a temporary part-time replacement. Alex is a Librarian with experience in youth services and she was able to put together the many details of the Summer Reading Program that Mary had started.

The budget process this year was long and complicated by the fact that State funding of the School Budget was unknown. The library book budget was cut to \$10,000 from a request of \$16,391. As you know a letter from the board was sent to the Council acknowledging that the book budget is supplemented by the Endowment and expecting the town bring that line back in next year's budget. On June 19 the town council approved the town portion of the budget.

On June 20th I learned that Governor LePage vetoed LD256 which specifically corrects the disparity of fees assessed on landline, cellphone, and VOIP customers that fund the Maine School and Library Network. A shortfall in funding is a direct result of fewer landlines and more texting because fees have been assessed on two-way voice portions of telephone bills. LD256 replaces that with a more straightforward 21 cent per-month flat assessment on the line. The override vote was successful! I know some of you called legislators encouraging them to vote to override the veto and I thank you on behalf of all library users in Maine. Interestingly, Representative David Haggan supported the bill originally, but then changed his vote. I sent him an email asking why he changed his vote and the following is his response: Hello Debbie, Originally I was led to believe that there was going to be a cut to your fund and I vehemently opposed that. After a great deal of information put out in caucus I learned that you will have no cuts with his veto. There would have been a 200-300% increase to families that have cell phones and home phones had it overridden the veto. David The fact is that libraries had already seen cuts in that they had to make up the shortfall and have paid an MSLN fee for the past two years. As for the 200-300% increase, I can't speak to that, but even if a family had 6 phone lines I hope they would be willing to pay \$1.26 to support Internet access in all schools and libraries in Maine.

On June 29th I submitted an STK Foundation grant asking for playground equipment for preschool children and for two iPads that can be attached to walls to be used for searching the library catalog. Sadly, this grant was not funded.

On June 26 Ed McKeon stopped in to see me about displaying his late wife, Carol's, paintings. Carol was an avid reader who started coming to our afternoon book discussion group in the early 1990s after she retired. She rarely, if ever, missed the monthly book discussion until she died in November of 2013.

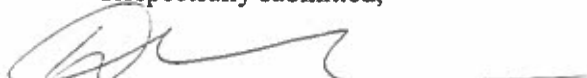
I have started using a survey instrument produced by the Public Library Association called Project Outcome. These surveys are short, eight question, surveys intended to help public libraries understand and share the impact of library programs and services. The first two surveys will be given to children's Summer Reading Program participants and adult members of our Writers Guild.

On August 10 I attended a meeting with some of the Bangor Public Library Trustees, the State Librarian, and the Dean of Libraries at Fogler. Barbara McDade, longtime BPL director, is retiring and the Trustees asked for input on their search for a new director. They were interested in our suggestions and asked if we would be available during the interview process.

Lily Schmelz, a fourth grader, donated \$61.09 to the library for middle grade books. She sold lemonade at the Farmer's Market with the intention of donating proceeds to the library!

We had a couple of unrelated incidents vandalism at the library this summer. Someone moved two pots of geraniums directly in front of the doors along with a plant they dug up from the woods, and dumped a container of calcium pellets in front of the plants. We moved the plants and Public Works guys shoveled up the pellets. The second was a small swastika drawn on a table in the tower room, we were able to repaint the table.

Respectfully submitted,


Debbie Lozito